

## **Precinct Election Official Leave Program**

### **Background**

Ohio law now permits public employees of the State of Ohio and its subdivisions to take leave with compensation for the purposes of being a judge of an election. Moreover, this leave does not reduce the accrued sick, vacation, personal, or compensatory leave accrual of the participating employee. This program is initially only applicable to non-bargaining employees (hereinafter “employees”) as participation of collective bargaining employees is a matter for negotiation under the collective bargaining process. The negotiation process may be initiated immediately upon approval of this initiative by the respective appointing authorities.

### **Requests**

Any employee who is a registered voter of Franklin County and meets the other requirements established by the law and the Franklin County Board of Elections may request Precinct Election Official Leave with pay for the purposes of being a judge of an election engaged by the Franklin County Board of Elections.

The employee must obtain written authorization for paid Precinct Election Official Leave from the employee’s appointing authority, or designee prior to contacting the Board of Elections to register as a judge of an election. The designee for those agencies under the purview of the Board of Commissioners shall be the directors of the various agencies.

The appointing authority, or designee, reserves the right to reject an application based on operational need. Should several employees apply who perform similar functions and operational need dictates that not all may participate, then priority shall be given by the appointing authority, or designee, on the basis of the order in which applications are received.

The Board of Elections reserves the right to refuse to place an employee with prior approval for Precinct Election Official leave if the employee’s services are not needed on Election Day. In such an instance, the employee must report to work during the employee’s regular work hours. Lastly, the Board of Elections may give priority to employees who have served as judges in prior elections.

### **Training**

The employee may be required to attend paid Precinct Election Official training courses as mandated by Ohio Law and conducted by the Franklin County Board of Elections. The employee should make every effort to attend said training courses outside of the employee’s regular working hours. Should the employee choose to attend training courses during the employee’s regular working hours, such leave is not covered under the Precinct Election Official Leave Program and requires a prior request and authorization for leave with vacation, personal, or compensatory pay. Leave without pay will not be permitted to attend Precinct Election Official training courses.

### Duration

Approved Precinct Election Official Leave covers only the employee's regular working hours on the day of an election that the Franklin County Board of Elections engages the employee as a judge of elections.

The normal Election Day workday is 6:00 a.m. until 8:00 p.m., or until all elections responsibilities are completed.

The employee's prompt return to work on the employee's next regular working day is expected and violation of such is subject to the normal policies and procedures of the employee's appointing authority.

Employees absent without prior authorization are subject to be charged with an unauthorized absence and disciplinary action up to and including dismissal.

### Compensation and Selection

An employee using Precinct Election Official Leave is entitled to the regular compensation awarded to judges of elections under Ohio Law and as established by the Franklin County Board of Elections in addition to the employee's Precinct Election Official leave with pay. This leave with pay is not to be considered as "hours worked" for the purpose of computing overtime. As verification that the employee served as a Precinct Election Official on Election Day, the employee shall submit a copy of the employee's poll worker paycheck or pay-stub provided by the Board of Elections subsequent to each election worked.

### Collective Bargaining Member Participation

The participation of collective bargaining members as precinct election officials is both sought and welcome. Consequently, appointing authorities that administer one or more collective bargaining agreements are encouraged to meet and negotiate the terms and conditions by which collective bargaining members may participate.